#### ASIAN AND PACIFIC ISLANDER INITIATIVE FY 2002 ACTION PLAN SUMMARY

#### **Translation of Materials/Information**

Objective 1: Translate information and outreach materials into Chinese and Vietnamese languages.

Office	Task	Start Date	Due Date	Funding Source	Person Responsible	Report Milestone
DHCD	Translate into Chinese and Vietnamese various DHCD program brochures  (1) DHCD brochure: Brief description of the agency and its assistance programs.  (2) The Housing Tenant Assistance Program (HTAP) brochure  (3) The Home Purchase Assistance Program (HPAP) brochure.  (4) The Homestead Housing Preservation Program.  (5) The Single Family Home Repair Assistance Program.	August 3, 2001	October 26, 2001	Blanket Purchase Order acquired for brochure translation and interpreter services	Sonia P. Gutierrez - Fair Housing Program Coordinator	ALL Translations completed
	Edit translations for program accuracy.	January 2, 2002	January 31, 2002	Same	Same	In process
	Ready brochures for printing and send to printers for mass production	February 4, 2002	February 29, 2002	Administrative Services contract with GPO	Same	To be completed
	Distribute brochures to community-based organizations serving the Asian and Pacific Islander communities.	March 2002	On-Going	N/A	Sonia P. Gutierrez and the Strategy & Communica tions Office	

Comments: DHCD does not feel that these are the only documents that need to be translated? What other documents do they feel they need to translate? It seems that if they are done with their translation efforts, they are proceeding in the distribution efforts. *They seem to be doing such good work with the translations, I wish they would continue to do it.* Does DHCD plan to translate its works into Korean, or do they feel that the Korean community does not need these materials translated?

## ASIAN AND PACIFIC ISLANDER INITIATIVE FY 2002 ACTION PLAN SUMMARY

# **Diversify Workforce**

**Objective 2:** Diversify Workforce.

Office	Task	Start Date	Due Date	Funding Source	Person Responsible	Report Milestone
DHCD	Affirmatively recruit through Asian community based organizations and other local networks to retain employees who reflect the demographic composition of the city for front line and outreach positions.  Ensure positions are advertised in the Asian media newspapers and/or radio.	January 2002	On-Going	N/A	DHCD Personnel Division and Recruiting Officer	A recruiting officer will be hired at the end of January who will ensure proper dissemination of position advertisement notices in the language minority newspapers and or other media outlets.

Comments: Very good objective. How many people does DHCD have to fill in order to meet this objective? When does DHCD plan to meet this objective?

## ASIAN AND PACIFIC ISLANDER INITIATIVE FY 2002 ACTION PLAN SUMMARY

# **Multicultural Training**

Objective 3: Conduct APA cultural awareness/sensitivity training for employees

Office	Task	Start Date	Due Date	Funding	Person	Report Milestone
				Source	Responsible	
DHCD	DHCD is preparing to launch various cultural sensitivity awareness trainings for its staff to include the Asian language and cultural minority communities represented in the District of Columbia.	January 2002	TBA	N/A	DHCD Personnel Division and Training Officer	N/A
Comments: When does DHCD plan to have its first training session? Where will DHCD get the funding to provide						

Comments: When does DHCD plan to have its first training session? Where will DHCD get the funding to provide these training sessions?

#### ASIAN AND PACIFIC ISLANDER INITIATIVE FY 2002 ACTION PLAN SUMMARY

## **Community Partnership**

Objective 4: Establish partnerships with community based organizations serving APAs.

Office	Task	Start Date	Due Date	Funding	Person	Report Milestone
				Source	Responsible	
	DHCD has collaborated	January	September	U.S.	Sonia P.	N/A
	with Boat People S.O.S.	2002	2002	Department	Gutierrez,	
	and CARECEN to provide			of Housing	Fair Housing	
	fair housing education and			and Urban	Program	
	outreach activities to the			Development	Coordinator	
	Vietnamese and Latino			(HUD)		
	communities.			SuperNOFA		
				grant FHIP-		
DHCD				EOI		

Comments: Congratulations on getting the HUD grants. Are there any future plans for collaboration with the Chinese and Korean community? Maybe list the names API CBOs who will be collaborating with DHCD to pass out brochures. When you hold these workshops, wouldn't these CBOs you are working with need to translate their materials into their respective languages? Why can't you include these translations in your translation goals and Information distribution report? It would be even better that DHCD was impart responsible for producing an API language workshop on fair housing education. Maybe tape the workshop and pass it on to other API CBOs. This is especially advantageous because HUD will be paying for CBOs to do the translations and DHCD can hire a translator to make sure the work is correct and distribute it to other CBOs or DC residents.

## ASIAN AND PACIFIC ISLANDER INITIATIVE FY 2002 ACTION PLAN SUMMARY

# **API Community Outreach**

**Objective 5:** Conduct outreach to APA community.

Office	Task	Start Date	Due Date	Funding Source	Person Responsible	Report Milestone
DHCD	Continue to ensure the participation of Asian CBOs in its funding opportunities, the Notice of Funding Availability-NOFA Provide technical assistance to Asian CBOs and CDCs with the application	August 2002 if NOFA is advertised	December 2002	Residential & Community Services Department: CDBG funds	Vanessa Akins and staff	N/A
	process.  Encourage participation of Vietnamese and Chinese CBOs in education and outreach activities offered by Housing counseling sub grantees which provide workshops on: tenant/landlord issues, home purchase counseling, and DHCD housing programs.	As Notification of Activities are publicized	On- Going	N/A	RCS Division -Strategy & Communications Office -Sonia P. Gutierrez, FH Program Coordinator	Asian organizations were encouraged and assisted in the 2001 NOFA process
	DHCD will provide simultaneous interpretations services where needed in the education of its programs and services.	As Needed	On-Going	N/A	-RCS Division -Strategy & Communications Office -Sonia P. Gutierrez, FH Program Coord.	N/A

Comments: How will DHCD provide simultaneous interpretations services when needed? Where does the funding for this come from?